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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Mr. []		17 June		
2					
3	Mr. Coffey		11 June		
4	I guess we now wait for Regs Control to send paper for formal support concurrence. I am a bit uneasy about how much the DD's know of the PSP program.				
5					
6	Mr. []		12 June		
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>In response to Mr. Coffey's questions, the top management "decision" referred to was, by inference, from HR [] which required each DD to provide for further language development. As we all know, both Col. White and the DCI were interested in these programs and the attached was a result of pressure within the DDP from Tom Karamessines. The language committee was in general agreement with the attached proposal and with the scale of step increases for the various language achievements. Subsequent to submission of the attached, OTR had a further review of the problem and came up with some additional changes which are noted in the second memo attached from [] of []</p>					
FOLD HERE TO RETURN TO SENDER (over)					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
SOS/DDP []					11 Jun 69
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25X1

[] staff. There may be one further change noting that the incentive program is really an incentive program for priority languages. In my discussions with OTR, I raised the question as to whether or not it might be advisable to identify priority languages being considered, but OTR said at the moment Vietnamese is the only language to which this program would apply and that they would therefore like to leave the wording in the proposed regulation more general at this time.

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att.

- 1.- Memo fm [] dtd 19 May 69
subject: Proposed [] "CIA
Language Incentive Program" (DD/S 69-2453)
w/ copy of proposed [] dtd 14 May 69

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2. Draft of Proposed [] dtd 28 May 1969
re CIA Language Incentive Program fm
M. []

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DD/S 69-2453

19 May 1969

MEMORANDUM FOR: Chief, Support Services Staff, DDS

SUBJECT : Proposed [] "CIA Language Incentive Program" 25X1

1. Attached is the text of Headquarters Regulation [] "CIA Language Incentive Program," which the Office of Training proposes for publication. 25X1

2. The regulation is the outgrowth of top management's decision to institute incentives in the form of Language Proficiency Step Increases to encourage Agency employees to qualify for selection to study certain priority languages and to achieve useful levels of proficiency in those languages for professional service to CIA. The incentives program is also intended to reward employees overseas who have attained advanced levels of skill in priority languages as a consequence of personal application.

3. An incentives program for Vietnamese has already been initiated in the Clandestine Service at the request of the Deputy Director for Plans. [] incorporates elements of the CS program for application in all Directorates. 25X1

4. Proposed [] has not been coordinated outside of OTR. Copies, identified "Draft," have been sent to [] Chief, Placement Division, OP, and to members of the Language Development Committee. 25X1

[]
Executive Assistant
Office of Training 25X1

Att

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CIA Language Incentive Program

Proposed ☐

25X1

1. GENERAL

This paragraph prescribes the policy, responsibilities and procedures which apply to the CIA Language Incentive Program (Program).

2. POLICY

In accordance with the Agency's goal to upgrade foreign language capabilities of Agency employees through individual study and experience and to assist Deputy Directors in fulfilling their foreign language requirements, Language Proficiency Step Increases (LPSIs) will be granted for achievement of identified levels of designated priority foreign languages. The LPSI will be equal to the Periodic Step Increase (PSI) and will not affect the eligibility date of a PSI.

3. ELIGIBILITY FOR LANGUAGE PROFICIENCY STEP INCREASES

- a. Staff employees, staff agents, career agents and other contract agents, through grade GS-14, who are selected for full-time training in a designated priority language are eligible for awards as described in paragraphs 3b and c.
- b. An employee is eligible for an LPSI provided he achieves Slight or Elementary proficiency in a designated priority language as the result of completion of officially approved, full-time training of a specific duration and that his achievement is tested and certified by the Office of Training.

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- c. An employee is eligible for an LPSI provided he achieves an Intermediate or higher level of proficiency in a designated priority language as the result of completion of approved, full-time training or by certification of his achievement of either level by the Office of Training resulting from completion of an Agency proficiency test. Employees who achieve an Intermediate level or higher in a designated priority language as the result of an Agency assignment overseas may be eligible for an LPSI. In all cases there must be a record in the Office of Training of the employee's tested proficiency at a next lower level.

4. RESPONSIBILITIES

a. Deputy Directors

- (1) Designate in consultation with the Director of Training, priority foreign languages and proficiency levels of the languages required to meet operational goals.
- (2) Select employees for full-time study of priority languages, based on Agency-tested aptitude for foreign language study.
- (3) Approve participation in the Program of employees overseas.
- (4) Notify the Director of Personnel of employees whose eligibility for an LPSI has been certified by the Office of Training.

b. The Director of Training

- (1) Establishes standards for LPSIs and assists Deputy Directors in designating priority languages.

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- (2) Provides testing of language proficiencies of Agency employees.
 - (3) Certifies eligibility for LPSIs based on results of Agency proficiency tests.
- c. Director of Medical Services
 - (1) Conducts foreign language aptitude tests.
 - (2) Notifies the Directors of Training and Personnel of aptitude test results.
- d. The Director of Personnel
 - (1) Approves action authorizing LPSIs
 - (2) Notifies Heads of Career Services of authorization of LPSIs.

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28 May 1969

CIA Language Incentive Program

Proposed

25X1

1. GENERAL

This paragraph prescribes the policy, responsibilities and procedures which apply to the CIA Language Incentive Program (Program).

2. POLICY

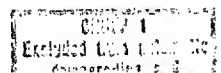
In accordance with the Agency's goal to upgrade foreign language capabilities of Agency employees and to assist Deputy Directors in fulfilling their foreign language requirements, Language Proficiency Step Increases (LPSIs) will be granted for achievement of proficiency in designated priority foreign languages. The LPSI will be equal to the Periodic Step Increase (PSI) and will not affect the eligibility date of a PSI.

3. ELIGIBILITY FOR LANGUAGE PROFICIENCY STEP INCREASES

- a. Staff employees, staff agents, career agents and other contract personnel through grade GS-14, who are selected for training in a designated priority language are eligible for awards as described in paragraphs 3b and c.

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b. An employee is eligible for an LPSI when he achieves the Slight level and again when he achieves an Elementary proficiency in a designated priority language. To qualify, the individual must have completed officially approved, training of a specified duration and his achievement must have been tested and certified as satisfactory by the Office of Training. If an individual goes from zero to elementary without receiving an LPSI upon reaching the slight level, he is eligible for a two step increase.

c. An employee is eligible for an LPSI provided he achieves an Intermediate level of proficiency in a designated priority language (1) as the result of completion of approved training plus satisfactory completion of an Agency proficiency test or (2) by advancement to the Intermediate level by other means, to be certified by the Office of Training through satisfactory completion of an Agency proficiency test. Employees who advance to an Intermediate level in a designated priority language as the result of an Agency assignment overseas may be eligible for an LPSI, based upon appropriate testing upon his return to Headquarters, if approved

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by the Deputy Director involved. In all cases there must be a record in the Office of Training of the employee's tested proficiency at a lower level.

4. RESPONSIBILITIES

a. Deputy Directors

- (1) Designate in consultation with the Director of Training, priority foreign languages, skills (speaking or reading), and proficiency levels of the languages required.
- (2) Select employees for study of priority languages, based on acceptable Agency-tested aptitude for foreign language study.
- (3) Approve participation in the Program of employees overseas.
- (4) Notify the Director of Personnel of employees approved by him whose eligibility for an LPSI has been certified by the Office of Training.

b. The Director of Training

- (1) Establishes standards for LPSIs and assists Deputy Directors in designating priority languages.
- (2) Provides language proficiency testing of Agency employees.

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- (3) Certifies eligibility for LPSIs based on results of Agency proficiency tests.
- c. Director of Medical Services
 - (1) Conducts foreign language aptitude tests.
 - (2) Notifies the Directors of Training and Personnel of aptitude test results.
- d. The Director of Personnel
 - (1) Approves action authorizing LPSIs
 - (2) Notifies Heads of Career Services of authorization of LPSIs.

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